

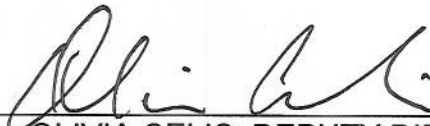
SFC GUIDELINES MANUAL LETTER

MANUAL LETTER NUMBER: 7**Release Date: 10-27-09**

This Manual Letter:

- I. Releases Section 7 of the SFC Guidelines Manual, entitled: "Transfer of High Risk Cases."
- II. Issues procedural guidelines for use by DMH Co-Located staff on transferring selected high-risk cases from a co-located SFC unit located in one service area to a co-located SFC unit located in another service area. To be considered appropriate for such transfer, a case must meet all of the following criteria:
 - A. The child presents as at high risk to him/herself or others,
 - B. It is in the best interests of the child that the case be transferred,
 - C. The distance between the child's placement and the DCFS home regional office presents a serious obstacle that would significantly impact the ability of the home office SFC staff to provide services to the child,
 - D. The child's situation is stable enough so that the transfer can take place while still maintaining continuity of service to the child, and
 - E. The SFC Program Heads, or other designated manager, of the home office and the receiving office both agree to the transfer and have agreed upon a preliminary service plan for the child.

Any questions may be directed to Greg Lecklitner, Ph.D., District Chief, Child Welfare Division, at 213/739-5466.



OLIVIA CELIS, DEPUTY DIRECTOR
CHILD, YOUTH AND FAMILY PROGRAM ADMINISTRATION

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